

## **Slide 1**

Welcome to the Introduction to Records Management Training course. My name is Precious Parsons; I am the Business and Administrative Services Training Coordinator at the National Training Center (NTC) in Phoenix, AZ. I have 5 years of experience as a budget analyst and 5 years' experience as a project manager. This course is going to provide you with an overview of BLM's Records Management process. It will also serve as a catalyst to help you better solve problems within your records management program.

Remember - BLM is mandated by law to protect records! Therefore, it is the responsibility of all BLM Employees, as well as those tasked with overseeing the records program, to account for how records are treated, used, and disposed of in support of BLM's mission. On that note - if you clearly understand your responsibilities within the records management program - then you will be better equipped to make sound records management decisions for the Bureau. This training is intended for the Records Managers (RM), Records Administrators (RA), and Records Custodians (RC). Your instructors include Records Managers and Records Administrators from across the Bureau.

To receive course credit, participants will have to enroll in the course in DOI Learn, review all lesson videos (4), complete all knowledge-review questions for each lesson (and email them to the National Training Center). Participants will also be required to attend all webinar sessions whereby review questions will be discussed and group exercises facilitated. A webinar invite will be sent to all participants indicating a future date and time for each scheduled webinar. Once these requirements have been met - participants will be able to download their course completion certificate. Be on the lookout for webinar email invitations in your inbox. Let's now review the goal of this course.

## **Slide 2**

The goal of this training course is for each participant to be able to - Create, Maintain, and Dispose of BLM records properly in accordance with established laws, regulations, and policies. Now that you know what our goal is - let's review what we will cover.

## **Slide 3**

This training course combines video lectures, review questions, exercises, and webinars for 4 specific areas. In the first lesson, General Records Management, we will discuss what a record is and why it is important. We will also touch on the roles of the key players in the records management process. In the second lesson, Records Creation, we will discuss how a record is created and the importance of creating records correctly. We will also discuss how to determine the value of a record. In the third lesson, Maintenance and Use, we will discuss how maintenance and use is carried out and the BLM Integrated Paperwork Management System. In the final lesson, Disposition, we will discuss what disposition means, why disposition is important, and how it is carried out. Now let's begin with Lesson 1 - General Records Management